

**New Construction
or
Alteration to Existing Construction
Application Form**

The Architectural Control Committee, as provided for in the governing documents, exists to maintain high standards for design, development and maintenance of houses and lots. When an Owner wishes to construct or remodel a house, application must be made to the Committee using this form. The information will provide the Committee with the information necessary to review the proposed construction for compliance with the Architectural Design Policy. **Applications must be submitted to the Committee (15) fifteen days prior to the anticipated start date.**

Note minimum square footage requirements:

Sections A & B = 1800 Sq. Ft. minimum

Section C = 2400 Sq. Ft. minimum

Lot # _____ Street (Address # if known) _____

Submittal Date _____, 20____

Anticipated Start Date _____, 20____

Square Footage of Lot: _____

Square Footage of House _____ [] One Story [] Two Stories

Property Owner(s) _____

Address: _____ City _____ State _____ Zip _____

Home Phone: _____ Business Phone _____

Architect/Designer _____ Phone _____

Contractor/Builder _____ Phone _____

Type of Submittal:

[] New Construction [] Alterations/Remodeling

Description of Proposed Work:

Agreement for New Construction or Alterations to Existing Construction

As a property owner or builder, I/We have read the current Architectural Design Policy and Application forms and fully understand the requirements.

I/We understand that any new construction or alterations to existing construction must have the (3) three pages of this form completed and approved by the Chateau Pointe HOA ARC (Architectural Review Committee) as well as all other documents listed in the checklist before construction commences.

In addition, **the City of Southaven will not issue building permits without a completed, approved copy of this Chateau Pointe Agreement for New Construction or Alterations to Existing Construction form.**

I/We understand that any exterior changes to the approved plans must be submitted to and approved by the Committee prior to implementing the change.

I/We understand that by signing this agreement, specific permission is granted to the Committee and/or its agents to enter the property at reasonable times to inspect for compliance.

I/We understand that the surface of the Common Property must not be damaged or disturbed during construction or used for other activities relating to construction without the written permission of the Committee.

I/We understand that to enforce its standards, the Association may seek injunctions from a court of law and other legal remedies.

Owner Signatures (all owners must sign)

Owner(s) _____ Date _____, 200__

Owner _____ Date _____, 20__

Representative of Property Owner

I certify that I am an authorized representative of the above named property owner and have the power to act in his/her/their behalf. In addition, I have made the owner(s) aware of all the above stated requirements.

Representative _____ Date _____, 20__

HOA Approval Signature _____ Date _____, 20__

CHECKLIST

All of the following applicable items must be included with Applications for review by the Committee. Please check off each item. If an applicable item is not included, the Application will be returned for completion.

[] A. SITE PLAN (Include the following information)

- 1. Building location(s) Include garage, decks and patios.
- 2. Property lines and setbacks (distances to structures)
- 3. Tree locations - sizes, species, those to be removed.
- 4. Utility locations - TV, Phone, Water, Hydrants, Gas Meters.
- 5. Driveways, walks and parking. Indicate materials/finish/color.
- 6. Privacy screening, fences and walls. Indicate materials/finish/color.
- 7. Outdoor Lighting.
- 9. Construction staging and access areas.
- 9. Temporary structures locations.
- 10. Permanent outdoor furniture and accessories.
- 11. Arrow indicating North

[] B. FLOOR PLAN

- 1. Exterior door and window openings.
- 2. Exterior walls and partitions.
- 3. Exterior stairways.
- 4. Exterior lights.
- 5. Decks, patios and porches.
- 6. Electrical meter location.
- 7. Trash receptacles (location, screening and access)
- 8. Type and location of heating and cooling system, location of outdoor unit(s).
- 9. Arrow indicating North

[] C. ELEVATIONS

- 1. All exterior features; doors, windows, roof, siding, trim, foundations, railings, house numbers, etc.
- 2. Note all materials, finishes and colors.
- 3. Finish floor line and elevation, and proposed finish grade elevation. Indicate height of roof from finish grade.

[] D. TEMPORARY STRUCTURES to be used during construction.

- [] 1. Storage
- [] 2. Dumpster
- [] 3. Toilet(s)
- [] 4. Staging Area

[] E. SITE WORK

- [] 1. Walks and drives; material, finish and colors
- [] 2. Landscaping plans in compliance with Minimum Landscaping

[] F. BUILDING MATERIALS

- [] 1. Exterior materials & pattern(s)
- [] 2. Trim materials.
- [] 3. Brick, Stone – color & pattern
- [] 4. Roofing, type, material, color.
- [] 5. Exterior openings
 - [] a. Doors (materials, finish)
 - [] b. Windows (materials, finish) (no mirrored glass)
 - [] c. Skylights (materials, finish)
 - [] d. Garage doors (materials, finish)

- [] 6. Exterior paint, stain, type-finish, color (provide color chips)

- [] a. Siding color: _____
- [] b. Trim _____
- [] c. Garage Doors _____

- [] 7. Exterior light fixtures (descriptions)
- [] 8. Heating/Cooling system (type, location for exterior equipment)

1. CONSTRUCTION STANDARDS

(a) Common Property.

Owner, his contractor or any other person associated with construction of the house may not damage the surface of the Common Property during construction, or use any portion of the Common Property for storage or other activities relating to construction.

Roadways and adjoining lots shall be kept clean and free of debris (and roadways free of mud) arising from construction activities on a Lot.

(b) **Construction Sites.**

Owners, Contractors and others shall keep a clean construction site. free construction debris, lumber remnants and scrap materials shall be removed from the site after each phase of work such as foundations, floors, walls, roofs, etc. and in no case allow the accumulation of more than one week's debris. In lieu of removal from the site, the Committee may authorize the use of a "Dumpster" if placed on the lot.

Mud and debris which accumulates on the street as a result of the construction must be removed promptly. If not removed promptly, the Association may have it removed and the cost charged to the property owner/builder.

Chemical toilets shall be placed on the construction lot, not in the street or on the sidewalk. Dogs, drugs, alcohol or loud radios are not permitted on the job site. Violators will be required to leave.

(c) **Noise Control.**

Contractors, Owners and Others shall restrict all noise-producing construction activities to the following hours:

- Monday through Saturday, 7:00AM to 6:30PM.
- Sundays and Holidays, 9:00AM to 6:30PM.

(d) **Enforcement.**

If, as a result of construction activities on a Lot, violations occur, then in addition to any other remedies permitted by the governing documents and law, the Association may correct the violation, charge the Owner of the Lot for the cleanup (payable on demand), and place a lien on the Lot to secure payment.